King, Valerie A.

From: King, Valerie A.
Sent: Thursday, June 21, 2001 12:13 PM
To: Viol, Brigitte; Rapkewitz, Barbara; Woiwode, Michaela
Subject: Scheduling Harm Reduction Project/Activity Review

Dear Brigitte, Barbara, and Michaela,

Although we have not yet completed the 'Product Acceptability Evaluation' project/activity review (scheduled for July 3), I am trying to organize the next review which will cover the planned 'Harm Reduction Guidance' projects/activities. Since there are so many individuals at INBIFO who have projects in this part of the WSA plan, I would like to ask your assistance in confirming their availability.

According to the WSA plan document, the following individuals would need to present (WSA project numbers are in parentheses):
H. Haussmann (1175, 1178) (also 1173) note: 1175 first milestone 10/01
W. Stinn (1176)
R. Kindt (1188)
P. Kuhl (1129, 1130, 1192, 1193)
S. Weber (1196)
W. Schlage (1150, 1301)
K. Muerrens (1170)
T. Woehrmann (1177)
D. Weisensee (1197)
H. Schramke (1199)
B. Friedrichs (1201)
R. Stabbert (1151, 1153)
G. Schepers (1165)
E. Roemer (1124, 1125, 1300)
D. Veltel (1191)
W. Reininghaus (does not need to present, but needs to participate as one of Rick's staff members)

The dates currently under consideration for this review are July 24, August 1 or August 2. Can the three of you coordinate to provide me a list of the indicated project leaders' availability on these dates? At this time, we anticipate the review would last from 8 am to 12 pm Richmond time. If possible, could I have this information by July 3rd? Please let me know if any questions.

Thank you for your assistance and best regards,
Valerie

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